

Nebraska State Accountability System (NeSA) Training for NeSA Technical Coordinators

TO: Nebraska Technology Coordinators
FROM: The Nebraska Department of Education
DATE: February 23, 2009
SUBJECT: WebEx Training for NeSA Technical Coordinators

The Nebraska Department of Education (NDE), Data Recognition Corporation (DRC), and Computerized Assessments and Learning (CAL) invite you to participate in a training session to learn about preparing your districts and schools to administer the **online** version of the new NeSA-Reading tests.

The training sessions will be presented online using WebEx. WebEx allows participants to log on via computer for a visual demonstration, in addition to providing an audio component via the telephone. We encourage all District Technology Coordinators to attend **one** of the five available training sessions. For those who are unable to attend any of the scheduled sessions, the PowerPoint presentation and a recording of one of the WebEx sessions will be made available on the NDE's Web site.

Please review the instructions on the following page to learn how to join a training session. ***Note that each training session has a separate meeting number and link.*** You will first login to the online meeting using your computer and then follow the instructions to dial in by telephone for the audio component of the training. We recommend you begin the login process approximately 15 minutes prior to the scheduled session.

IMPORTANT NOTICE: This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By joining this session, you automatically consent to such recordings.

AGENDA

The Technology Training sessions are designed to inform Nebraska technology personnel about the online NeSA-Reading system and the processes for preparing for and setting up your local environment for testing. Each session will cover the following topics:

- Overview of the NeSA-Reading online assessment system
- System Requirements
- Computer Lab Configurations
- Installation Process
- Remote Installations
- Server Installations
- Firewalls/Filters
- Software Updates
- Questions

Session length is scheduled for one hour, but could vary based on the number of questions asked by participants at the end of the presentation.

PowerPoint Presentation and Frequently Asked Questions: The PowerPoint slides used for the session and answers to commonly asked technical questions regarding CAL's online assessment system will be made available for download on the NeSA online testing portal webpage at the web address listed below.

<http://nesa.caltesting.org/documentation/index.html>

Please note that the website will not be active until March 9, 2009.

Topic: Training for NeSA Technical Coordinators-Session 1

Date: Wednesday, March 4, 2009

Time: 2:00 – 3:30 PM, Central Standard Time

Meeting Number: 801 029 415

Meeting Password: NeSA-TC1

What to do on March 4th to join the 2:00 PM. meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
<https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=104651082&UID=0&PW=475bef626f0d491e0063070f75>
 2. Enter your name, email address, and the meeting password (NeSA-TC1).
 3. Click "Join Now."
 4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. Follow the teleconference instructions that appear on your computer. A toll-free number and **Attendee Code** will be provided. When you call, you will be prompted to enter the meeting number (801 029 415) and your unique Attendee Code. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.**
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Topic: Training for NeSA Technical Coordinators-Session 2

Date: Thursday, March 5, 2009

Time: 10:00 – 11:30 AM, Central Standard Time

Meeting Number: 806 609 348

Meeting Password: NeSA-TC2

What to do on March 5th to join the 10:00 AM. meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
<https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=104651332&UID=0&PW=3afa63aa0a2f12121d107a00>
 2. Enter your name, email address, and the meeting password (NeSA-TC2).
 3. Click "Join Now."
 4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. Follow the teleconference instructions that appear on your computer. A toll-free number and **Attendee Code** will be provided. When you call, you will be prompted to enter the meeting number (806 609 348) and your unique Attendee Code. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.**
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Topic: Training for NeSA Technical Coordinators-Session 3

Date: Tuesday, March 10, 2009

Time: 10:00 – 11:30 AM, Central Standard Time

Meeting Number: 802 177 423

Meeting Password: NeSA-TC3

What to do on March 10th to join the 10:00 AM. meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
<https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=104651092&UID=0&PW=1d69a23d016e701f677708>
2. Enter your name, email address, and the meeting password (NeSA-TC3).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. Follow the teleconference instructions that appear on your computer. A toll-free number and **Attendee Code** will be provided. When you call, you will be prompted to enter the meeting number (802 177 423) and your unique Attendee Code. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.**

Topic: Training for NeSA Technical Coordinators-Session 4

Date: Wednesday, March 11, 2009

Time: 2:00 – 3:30 PM, Central Standard Time

Meeting Number: 807 691 613

Meeting Password: NeSA-TC4

What to do on March 11th to join the 2:00 PM. meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
<https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=104651342&UID=0&PW=cb1b18c17a052f1500146c7104>
2. Enter your name, email address, and the meeting password (NeSA-TC4).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. Follow the teleconference instructions that appear on your computer. A toll-free number and **Attendee Code** will be provided. When you call, you will be prompted to enter the meeting number (807 691 613) and your unique Attendee Code. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.**

Topic: Training for NeSA Technical Coordinators-Session 5

Date: Thursday, March 12, 2009

Time: 2:00 – 3:30 PM, Central Standard Time

Meeting Number: 809 558 159

Meeting Password: NeSA-TC5

What to do on March 12th to join the 2:00 PM. meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
<https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=104651102&UID=0&PW=2e169cc90b3761711e797779>
2. Enter your name, email address, and the meeting password (NeSA-TC5).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. Follow the teleconference instructions that appear on your computer. A toll-free number and **Attendee Code** will be provided. When you call, you will be prompted to enter the meeting number (809 558 159) and your unique Attendee Code. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.**

IMPORTANT: If a message appears stating that the training session has been cancelled, manually copy the complete meeting link and paste it into the address line of your Web browser. This message sometimes displays when the meeting link wraps to a second line of text and the complete link is not acknowledged by the computer.

For assistance with WebEx

1. Go to <https://datarecognitioncorp.webex.com/datarecognitioncorp/mc>
2. On the left navigation bar, click "Support" or call (866) 229-3239.

<http://www.webex.com>

"We've got to start meeting like this."™